

[? Help](#)

Job details

Job 1 of 1

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Bonnie Proctor
Probation Department
9150 E. Imperial Highway
Downey, CA 90242
Tel.# (562) 940-2589
Fax.# (562) 803-3501

Please email documents to:

Bonnie.Proctor@probation.lacounty.gov with the subject line:
"SENIOR INFORMATION SYSTEMS ANALYST."

All materials submitted will be evaluated. Only the most qualified employees, based on the information submitted, will be contacted for an interview. The interview will be used to determine the final selection.

Desirable Qualifications

- Experience developing Oracle PL/SQL programming.
- Experience developing/maintaining web systems.
- Experience in JAVA and J2EE application development.
- Experience developing and executing programs using ETL tools (extract, transform and load).
- Experience, using MS Visio, MS Office, and MS Access database.

Duties

Provides expertise and leadership in eliciting and documenting user requirements for large, highly complex new systems or system enhancements; ensures functional and technical requirements are fully documented.

Coordinates change management documentation and ensures that approvals are managed according to departmental procedures.

Ensures requirements are met throughout the systems development life cycle.

Conducts interviews, performs workflow analysis, documents scope and objectives, and leads design sessions.

Coordinates the research of commercial software to identify products that might meet departmental requirements; analyzes and documents products' ability to meet user, functional, and technical requirements.

Evaluates impact, performs cost/benefit analysis, analyzes constraints, and assesses risk to support go/no go and build/buy decision-making for complex systems; coordinates preparation of detailed specifications, addressing scope and boundaries of the system, data requirements, algorithms, user functions, forms and reports, workflow, interfaces, security, audit trails, and business continuity requirements.

Coordinates development and maintenance of implementation and conversion plans, including training and test plans.

Develops, maintains, and coordinates project plans, including project reporting.

Develops test scenarios for complex systems; prepares user acceptance test documentation; collaborates with system users to conduct user acceptance testing.

Coordinates the identification and resolution of complex problems.

Coordinates unit testing, integration testing, production simulation and load testing, and network testing.

Reviews and approves technical systems documentation and user manuals.

Coordinates the monitoring of contractor compliance.

Develops and reviews requests for information (RFIs), requests for proposals (RFPs), requests for quotes (RFQs), statements of works (SOWs), etc., and participates in evaluation of proposals.

Monitors systems compliance with established IT policies, procedures, guidelines, plans and standards.

May lead a team of analysts or mentor other analysts.

May coordinate the installation of software in support of business applications.

May coordinate the preparation of hardware and software specifications for procurement.

**Vacancy
Information**

The vacancy is in the Probation Department, Information Technology Division, located at 9150 E. Imperial Highway, Downey, CA 90242.

Available Shift

Day

Job Field

Information Technology

Job Type

Technicians

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